

## CHAPTER 206

### BILLS OF LADING

#### -A. GENERAL

1. This chapter governs the accountability, application, issuance, preparation, and distribution of cargo bills of lading and contains instructions applicable to procurement of transportation from commercial carriers. See DTR, Part IV, for information on bills of lading used for shipping personal property.

#### 2. Prescribed Forms .

a. Standard Form (SF) 1103, U.S. Government Bill of Lading (**GBL**), and SF 1109, Continuation Sheet, are pre-numbered forms used by activities that have no automation capabilities or are to be used by automated activities only in the case of emergencies such as their systems are not operational. The amount of **pre-numbered** forms that an installation may keep on-hand will be established by Service and Defense Agency policy. All printing requisitions by DoD activities for stock replenishment of **pre-numbered** GBL forms will be submitted on SF 1, Printing and Binding Requisition, to:

U.S. Army Publications & Printing Command (USAPPC)  
2461 Eisenhower Avenue  
Alexandria VA 22331-0302

b. For automated activities that have the capability of generating laser GBLs, using pin-feed pre-printed unnumbered GBL forms, and/or creating EDI GBLs will obtain GBL numbers for their systems from **MTMC**. To request GBL numbers activities will send memorandums indicating the amount of numbers requested based on projected annual shipment volumes, to:

Military Traffic Management Command  
Attn: GBL NUMBER OFFICE (**MTOP-CT**)  
5611 Columbia Pike  
Falls Church VA 22041-5050

c. Send requisitions for fanfold, pin-feed unnumbered GBL sets to USAPPC at address in paragraph 2a. above. Requisitions will be filled with forms without GBL numbers and numbers **will** be furnished separately by MTMC as described in paragraph **2.b.** above.

d. Authorized contractors must provide a request for **GBL(s)** from appropriate TO.

## B. GOVERNMENT BILL OF LADING (GBL) APPLICATIONS

1. The GBL is used for procurement of transportation and related services from commercial carriers when charges are properly payable by the government. GBLs are used for Foreign Military Sales (FMS) shipments with delivery term codes 2,3,5,6,7,8, and 9, for movement from CONUS origin point to CONUS port of exit. Annotate the GBL, “*Foreign Military Sales Shipment. Do not apply Section 10721 rates .*” GBLs are used for Military Assistance Program-Grant-Aid shipments. Instructions for using the Government Bill of Lading are covered in detail in Attachment 3 to Appendix X.

2. For export shipments or through GBLs, when shipped from CONUS POE, annotate GBL with the following: “*Department of Defense Shipment. No export declaration or license required.* ”

3. Shipments to Canada fall into two different categories U.S. Government-owned or items procured by the Canadian Department of National Defence (DND).

a. When shipping materiel that is U.S. Government-owned, which will remain so while in Canada, the GBL shall be annotated with the following statement: “ *Free entry under Canadian customs, Tariff Item No. 9810.00.00. Value for Canadian customs purposes \$ [dollar amount) .*” When this shipment is being carried by U.S. military mode, no other documentation is required other than an additional copy of the GBL for Canadian customs purposes, which shall be presented to Canadian customs upon entry. When using commercial modes and the shipment is consigned to either a U.S. unit co-located with a DND unit or directly to a DND unit, a copy of the GBL accompanied with additional information detailing which commercial carrier is being used and where and when this shipment will enter Canada shall be faxed to National Defence Headquarters (NDHQ) DTM Customs (613) 995-2287. If necessary, contact the DTM Customs section at either (613) 995-0834 or 996-0290.

b. When shipping items procured by DND, a Shipper’s Export Declaration (SED) is required complete with references to each DD Form 1348 document (DOC ID, description, and value). A copy of the SED and each DD Form 1348 shall be attached to the GBL and another to Box 1 of each shipment. The hired carrier shall be Canada customs bonded. All shipments are to be delivered “In Bond” to destination for Canadian customs clearance at destination by the DND broker.

4. Advance copies of in-bound GBL shipments will be checked, based on expected delivery dates, for status of undelivered shipments. Tracer action will be initiated, if needed.

5. GBLs may not be used for:

a. Contract-related shipments and services, unless authorized in the contract or a government appropriation is furnished.

b. Accessorial services not provided in line -haul tenders.

c. Surplus property when sold Free on Board (FOB) Origin or when consigned to a state or municipality, other than National Guard, unless the terms of sale or transfer require shipment at government expense.

d. Movement of empty Defense Freight Railway Interchange Fleet (DFRIF) cars.

e. Parcel post shipments.

f. Personal baggage checked on tickets issued on Government Transportation Requests, unless required by tariff of tender in connection with exceptional classes of property.

g. Procurement of accessorial services, i.e., loading/unloading, **blocking/bracing**, etc., which are provided in **linehaul** tariff, schedule, or tender.

h. Shipments, other than AAFES, made to and from non-appropriated fund activities, except when transportation charges are payable from appropriated funds.

i. Shipments of supplies purchased from regimental, company or hospital funds, from point of purchase to location of purchase unit.

### C. COMMERCIAL BILL OF LADING (CBL) APPLICATIONS

#### 1. CBLS are authorized for:

a. CONUS small shipments tendered to MTMC-approved carriers when the total transportation charge does not exceed \$100.

b. CONUS **multiparcel** shipments tendered to MTMC-approved carriers when the total transportation charge does not exceed \$250.

c. Movement of empty **DFRIF** cars. Annotate the CBL with the following statement *“Free, under the provisions of Railroad Publication Services Tariff 6007 series (mileage allowance tariff).”*

d. DoD FMS shipments with delivery terms which authorize use of CBLS.

e. Single-parcel shipments without regard to cost, if the parcel weighs 150 pounds or less and does not exceed 108 inches in length and girth combined.

#### 2. CBLS are not authorized for:

a. Hazard Class/Division 1.1, 1.2, and 1.3 material.

b. Classified or protected material (except as authorized by specific DoD/Service policy directive).

c. DoD FMS program material, when delivery terms authorize a GBL.

#### D. ISSUANCE

1. Only authorized or acting TOS or TAs may issue GBLs or CBLs.

2. TOS are authorized to issue GBLs when supporting DD Form 1149, Requisition and Invoice/Shipping Document; DD Form 1348-1, DoD Single Line Item Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; DD Form 1384, Transportation Control and Movement Document; or other supporting documents are available. Support documents will be retained with the GBL. Persons furnishing supporting documents, contract data, or other information to TOS are responsible for its accuracy.

3. A single GBL may be used at anytime when an agreement exists between TO and carrier.

4. Normally, out-bound and in-bound segments of a round-trip are considered two separate movements and separate GBLs must be issued for each segment. Each GBL will be cross-referenced to show that a round-trip movement is being made. When a car or vehicle is loaded to capacity, the overflow will be billed on the same GBL unless prevented by provisions in the applicable carrier tender.

5. Use GBL continuation sheet(s) (SF 1109) when space is not sufficient in Items 15 and 18, this includes multiple stops. Original GBL number must be annotated on all continuation sheets. The total number of continuation sheets must be annotated on original GBL.

6. Issuance of GBL after service is performed is prohibited except for:

a. Conversion of a collect CBL.

b. Payment of additional charges resulting from the diversion or reconsignment of a line-haul shipment moving on a prepaid CBL.

c. When a portion of a multiple unit moving on a single GBL is diverted. (See Chapter 202, paragraph K.)

7. Issuance of a duplicate original GBL is prohibited. When an original GBL is lost, the carrier can use the Freight Waybill (original) to submit for payment or obtain a certified true copy of consignor copy of the GBL.

8. When both the original GBL and Freight Waybill are lost or destroyed, the carrier may request the issuing office TO to certify on the reverse side of a memorandum copy as follows: ***“I certify that the services shown on this memorandum copy were requested.”*** The certifying official must sign and date the certification and forward to carrier.

## E. COLLECT COMMERCIAL BILLS OF LADING (CBL)

1. General. These provisions will not apply to commercial forms used for transportation of DoD small shipments or other types of shipments as described in paragraph C, above. Commercial uniform order bills of lading will not be used for government shipments. Carriers must contact HQ MTMC, Attn: MTOP-QQ, for approval to use commercial forms and procedures.

2. Conditions. These provisions will apply to government shipments, under the following conditions:

a. In an emergency when material must be shipped immediately and GBLs are not readily available.

b. Where a net monetary benefit to the government would result on shipments of newly procured material.

c. When notified by the headquarters of the shipper service concerned. Such notification will be based on specific authorization by GSA.

3. Terms and Conditions. The terms and conditions of the GBL and all other requirements for government shipments will apply to CBL shipments converted to GBLs.

4. Shipment Procedures. When transportation charges are properly payable by the government and a shipment moves on a collect CBL, express receipt, or other form customarily provided by commercial carrier, the original and all copies of the commercial document will be annotated with, "To be converted to a government bill of lading by ( *office or activity to effect conversion* ). Authority of ( *letter, TWX, and so forth* ) dated ( *date* )." The commercial document **will** be converted to a GBL as follows:

a. Shipments Consigned to Military Activities. As determined by the authorizing TO, conversion of the commercial document to a GBL will be promptly effected by either the authorizing TO or by the consignee. In the latter case, the TO authorizing the shipment on the commercial document will instruct the shipper to send the commercial document direct to the consignee. Also, the authorizing TO will furnish the consignee with all additional information required for the conversion. Such information should include the contract number or other authority for payment from government funds, the appropriation chargeable, and the **F.O.B.** point named in the contract.

b. Shipments Consigned to Non-military Activities. When a shipment is consigned to a non-military activity the shipper will be instructed to send the original of the collect CBL, express receipt **or** similar document to the authorizing TO. Upon receipt of the commercial document, it will be converted to a GBL by the authorizing TO. The original GBL will be forwarded to the origin carrier who will be responsible for transmittal to the delivering carrier. The consignee copy will be forwarded to the consignee.

c. Accumulating Commercial Documents . More than one commercial document may be converted to a single GBL, when all documents are of the same type, all shipments are moving between the same points by the same route to the same consignee, and all shipments were tendered to the origin carrier on the same day. Non-transit, bulk shipments of coal, carload or truckload, between the same point by the same route may be accumulated **weekly** for conversion, if the **carrier** agrees to this arrangement and the shipment dates are shown on the GBL. For all other bulk-type shipments, contact HQ MTMC, Attn: MTOP-T-SR, 5611 Columbia Pike, Falls Church VA 22041-5050, to request authority to accumulate documents.

## 5. Conversion Procedures .

- a. Use a serially-numbered GBL and complete properly.
- b. Note any discrepancies with CBL on the GBL, cross-reference the bills, and **attach** a copy of the CBL to the GBL.
- c. Distribute a copy of each converted GBL and CBL covered, in accordance with paragraph G. below, as required. Office converting the documents should maintain a file copy.
- d. If CBL is not available, use:
  - (1) "Express Delivery Sheet", carrier "shipping order," or carrier "Freight waybill (AAR Standard Form No. AD-129-Part 3).
  - (2) Photostats of the commercial documents which have the following annotation prior to copying: "Photostat of the document furnished consignee ( **date**) to be converted to government bill of lading."
  - (3) Certified true copy of the commercial document(s) with a carbon impression of the following annotation placed on the commercial document: "Certified true copy of **this** document furnished consignee (date) to be converted to government bill of lading."
- e. Prepaid CBLS or prepaid express receipts will not be converted to GBLs.

## F. ACCOUNTABILITY

1. Records Maintenance . Each shipping activity will maintain records of GBLs issued and supply of GBLs on hand. GBL forms are accountable documents and the number of pre-printed forms that an activity may keep on-hand is limited by service policy. Internal procedures must be established to control stocks and assign accountability for GBL issuance and use. The TO-, or in the absence of a TO, an acting TO, will be appointed in writing as the responsible **GBL-issuing** officer and held accountable for GBL control, safekeeping, and disposition. To facilitate control, individual GBL sets are serially numbered when printed. The forms are issued by **USAPPC** and numbers provided by HQ MTMC/MTOP-CT. Packages of GBLs must be opened immediately upon receipt and inventoried by the GBL issuing officer (or designated representative) to verify that none are missing. Activities will establish

procedures for conduct of audits by personnel external to the office controlling SF 1103s.

Audits must be conducted at least every 180 days to verify inventories and records. TO must provide the same level of accountability and safeguarding of GBL numbers maintained and issued in automated systems as they do for pre-numbered GBL forms.

2. Transfer. Blank, serially-numbered, original GBLs or preassembled GBL sets, which have been issued to TOS or their designated agents, may not be transferred. Excess stock must be disposed of as described in the following paragraph and the numbers reported to I-IQ MTMC/MTOP-CT.

3. Disposition of GBLs Unfit for Use or Issued Prior to Shipment Cancellation . When GBLs have become mutilated or otherwise unfit for use, have been issued and the planned shipment is subsequently canceled for any reason, or if the TO is disposing of excess stock on-hand, all parts of the GBL set except the original will be destroyed. The original GBL will be marked "Canceled" or "Void" and filed in the "property shipped" bill of lading file. When circumstances prevent filing of the canceled or voided GBL, the consignor copy or a substitute memorandum copy, with appropriate annotation regarding disposition of the original GBL, will be placed in the "property shipped" bill of lading file.

4. Lost, Stolen, Missing, or Voided GBLs . The prefix symbol and serial numbers of blank original GBLs or preassembled GBL sets that have become lost, stolen, unaccountably missing, or voided or otherwise beyond the control of the issuing officer, will be reported to HQ MTMC/MTOP-CT, who in turn will notify all paying activities. Once GBLs are reported lost, stolen, missing , or voided they may not be used, even if recovered.

## G. DISTRIBUTION

1. GBLs for DoD shipments maybe distributed by mail, electronically, or other appropriate means to ensure arrival with, or prior to arrival of the shipment at destination as listed below. Continuation sheets for stop-offs must contain all pertinent information, as in original GBL.

- a. Original (SF 1103) and copy(s) (SF 1104/1106) to the carrier.
- b.. Memorandum copy (SF 1103-A) for issuing office.
- c. Memorandum copy (SF 1103-A) to the disbursing office or according to Service requirements.
- d. Memorandum copy (SF 1103-B) for consignee.
- e. For-shipments **with stop-offs**, a memorandum copy (SF 11 03-A) to the stop-off point(s).

f. For GBLs citing multiple accounting activities, each activity will be provided a memorandum copy (SF 1103-A).

g. Memorandum copy (SF 1103) to Defense Finance and Accounting Service (DFAS) for **non-EDI** capable system.

2. For **non-DoD** agencies, distribution will be as required by the appropriate agency.

## H. PREPARATION

Appendix X, Government Bill of Lading Instructions for Defense Shipping Activities, gives coded and plain language information for entry in specific blocks on the original and all copies of a GBL. It applies for Electronic Data Interchange (EDI) and **non-EDI-capable** activities. See Figure 204-2 for an example of a GBL for munitions and other HAZMAT shipments showing emergency response information and certification statement.

## I. GOVERNMENT BILL OF LADING CORRECTION NOTICE

1. After distribution of the original GBL, a GBL Correction Notice (SF 1200) will be issued whenever there is a change to **GBL** information. In the case where the issuing office has EDI capability, the corrected GBL will be retransmitted.

2. The consignor issues the SF 1200, however, the consignee can make necessary corrections without the issuing office's authorization when obvious corrections are necessary. The consignee copy will be annotated "*Corrected without authority of issuing officer*" and immediately sent to the origin transportation office. If the origin transportation office is EDI capable, they will immediately enter the corrected information and retransmit a corrected GBL. If the origin transportation office is not **EDI-capable**, they will forward the correction notice to **DFAS-IN**. Contract administration offices will issue SFS 1200 covering contractor issued GBLs. Use a SF 1200:

a. Anytime the data on the original GBL is changed/added to/and or deleted, regardless of the recoverable amount. Pen and ink changes are not authorized.

b. To resolve transportation discrepancies, including Transportation Discrepancy Reports (**TDRs**).

c. **To** correction GBLs as a result of shipment diversion or reconsignment.

### 3. Distribute SF 1200 as follows :

a. Original **SF 1200** and one copy will be distributed to the originating/delivering carrier.

b. One copy to the consignee.



c. One copy to the appropriate **finance** center.

4. When the SF 1200 is prepared by the consignor and transportation charges are affected by the alternation or correction, the original and all copies of the SF 1200 will be signed by the origin carrier representative. For additional instructions regarding Government Bill of Lading Correction Notices, see Appendix X.

J. GOVERNMENT BILL OF LADING OFFICE CODE (GBLOC)

Each office authorized to issue GBLs is assigned a **GBLOC**. Requests to obtain, amend, or delete a **GBLOC** should be sent to HQ MTMC, Attn: MTOP-O, 5611 Columbia Pike, Falls Church VA 22041-5050. All assigned GBLOCS are listed in Appendix Y.